

Alternative Education On-site Monitoring Visit Rubric

Reviewer: Sue Foxx

Date: 12/4/07

**Alternative Education Program: Juvenile Detention Center
School Corporation: Indianapolis Public Schools (5385-25)**

**Contact Person: Leon Kittrell & Jeanine Coleman
Phone: 317-226-4070**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes online Board visit on P.I.T. day	X		Advisory Group consists primarily of individuals in the school corporation. It would be helpful to expand it to include community agencies and businesses that could support the program. Program has a long history of success in the corporation and is supported by administration and the board who visit and are updated regularly
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	Report faxed to school Schedules ISP Grant ALS	X		Follows IPS curriculum that meets standards. Approximately 40% are special education students. Title 1 teacher in lab provides help and remediation on skills. Teachers employ multiple strategies to insure success and apply multiple assessment strategies. Teachers are often teaching multiple courses at one time. Teacher is able to individualize instruction so students can work at their own pace. ISP needs to be more specific and include a plan to meet the identified goals. Since it is difficult to set goals until after the court date, it was recommended that the program not count students or do an ISP until they had been in the program for 5 days. Use ALS to assess skills. Speakers address issues.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming	Staff roster Professional dev. plan with corporation.	X		Teacher student ratio appropriate with additional support staff. Staff included in alternative education professional development as well as other corporation sponsored opportunities. Individual and group counseling through Midtown Mental Health. Social worker and counselor in program provided by IPS. Lifeskills and recreation part of programming provided by facility.

	Staff meeting agenda				

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	12/4/07	X		Programming generally matches the description in the Renewal Grant. However, only ½ is academic and the other is recreational (not credit generating or taught by an IPS teacher), so only the academic portion of a student’s day should be claimed for funding.
Students appear engaged.	12/4/07	X		Students were working on computers, watching a movie, and doing math worksheets. They were on task and working with frequent teacher assistance.
Location supports a positive learning environment.	12/4/07	X		Program operates at Marion County Juvenile Detention Center and serves students from multiple corporations. The school is clean but displays of student work were dated. Program lacks additional materials for enriching the curriculum.
Teachers appear knowledgeable and caring.	12/4/07	X		Title 1 teacher worked with students on remedial lessons on computer. English teacher had a lesson that included viewing a movie on the Holocaust. Math teacher worked with about 7 students doing differentiated lessons. Each teacher appeared comfortable with the content and able to engage students. Several rooms did not have students since they were on a 2 hour lock down in their units.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Student/Parent Handbook through IPS. Entrance/Exit criteria dependent on court. Recommended reviewing transition process when return to the traditional school to insure proper placement and services. It may also be helpful to revise how grades are reported and attach them to actual courses, standards or skills.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Director of the facility is employed by the county under the supervision of the juvenile court judge. Teachers are employed by IPS and are licensed in the content areas they teach.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Health and safety part of Detention Center operations. Population has been reduced to about 100 at a given time. No transportation. Residential facility
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		Grants in past for books and materials but nothing in the last year. Funding meets required match and allocated primarily to technology and staff.
2 Hour Session/ School Day	-School schedule	X		Academic programming is offered all day but students only attend ½ day with the other ½ spent in recreational activities like arts and crafts or weight room.

				Program operates 180 days plus a summer session.
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Comments: The Marion County Detention Center mission is to keep students on track who have been detained by the courts. They receive a ½ day academic program and ½ day recreational program. Since students are generally in the facility 15-20 days, the program prevents them from losing credits and works to remediate deficient skills.